



**Southern District Of Iowa United States Probation Office  
110 East Court Avenue, Room 127  
Des Moines, Iowa 50309-2052**

**“We serve with integrity, courage and compassion,  
promoting justice and positive change.”**

**Position Title:** U.S. Probation/Pretrial Services Presentence Assistant(s)

**Announcement Number:** 19-05

**Duty Station Locations:** Des Moines Office: 110 East Court Avenue, Room 127, Des Moines, IA 50309

The United States Probation Office for the Southern District of Iowa is currently recruiting Presentence Assistant(s). The incumbent will assist U.S. Probation/Pretrial Officers (USPOs) in the performance of their duties. The appointment will be for one year and a day.

**Starting Salary Range Minimum/Maximum for new appointments:**

CL23/01 Table RUS \$33,086 to CL24/25 Table RUS \$45,810

**Date Open:** October 1, 2018

**To Remain Open Until Hiring Needs are Fulfilled**

The Southern District of Iowa U.S. Probation Office may modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice. The above salary range reflects the full pay scale for this position; however, the incumbent would likely start in the developmental range, pertaining to applicants that would be new Federal appointments.

**Duties and Responsibilities:**

- Assist U.S. Probation Officers in conducting investigations which includes preparation of prior records and personal and family data, with a focus on the presentence investigative process.
- Conduct legal research, and prepare briefs and other written summaries, in areas affecting federal criminal law (to include analyses of federal sentencing guidelines, statutory application, and related case law).
- Enter and obtain data and information from the agency's computerized database systems. File, maintain, and document chronological information received throughout the presentence investigation.
- Assist probation officers in compiling criminal histories/profiles, run record checks through local, state and national databases and files, conduct inquiries with collateral agencies and community service agencies, collect verifiable and supportable documentation, and perform similar activities.

- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders, following established practices and protocols.
- Contact offenders/defendants through office visits and by telephone under the direction of U.S. Probation Officers. Investigate employment/sources of income, lifestyle and associates to help assess risk and compliance factors.
- Assist with general office coverage duties such as, but not limited to, reception duties and general clerical work.
- Performs other duties as the Court and Chief U.S. Probation Officer may require.

#### **Minimal Qualifications:**

- Must be a United States citizen.
- High School Diploma or GED is required.
- Candidates must also have two years of general experience, defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position qualify for salary placement at CL23.

#### **Educational Substitution:**

- Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience of one year in order for salary placement to be considered at CL24.

#### **Specialized Experience:**

- Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

#### **Preferred Qualifications:**

- Completion of a bachelor's degree from an accredited college or university.
- Current enrollment in an accredited law school as a juris doctorate candidate.

#### **Benefits:**

Judiciary employees who are appointed to a position of one year and a day are entitled to the same benefits as other Federal employees. These include:

- During the first three years of full-time employment, employees receive 13 days of paid vacation.
- Thereafter, between 20-26 days of paid vacation depending upon the length of federal service. Employees receive 13 days of paid sick leave (unlimited accumulation) and ten paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Excellent retirement annuity and mandatory retirement at the age of 57 for law enforcement positions.

#### **Miscellaneous:**

- All court employees, including U.S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C. § 3602(a).
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.
- U.S. Probation Office employees serve under “Excepted Appointments.” They are considered “at will” employees, with the exception of the U.S. Probation Officers, who are “for cause.”
- Incumbents hired as full-time with a year and a day appointment are eligible for benefits.
- As a condition of employment verification, an FBI background check is required.
- The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.
- The Southern District of Iowa U.S. Probation Office does not reimburse for expenses associated with interviews or relocation.
- Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Chief U.S. Probation Officer may elect to

select a candidate from the applicants who responded to this announcement without posting the position. Unsuccessful candidates, that do not meet the minimum requirements, will not be notified.

**Required Documents to Apply:**

Submit letter of interest detailing knowledge, skills, and abilities, along with your resume, AO78 form, and copy of academic transcript(s) if applicable, to the address listed below. Within your letter of interest, please identify what makes you uniquely qualified for the position and provide three professional references.

The AO78 application form can be downloaded at: <http://www.uscourts.gov/forms/AO078.pdf>. Any inquiries regarding the posting, the application process, or follow up calls should be directed to Casie Voelker, Human Resources Assistant, at (515) 323-2849 or via e-mail at [Casie.Voelker@iasp.uscourts.gov](mailto:Casie.Voelker@iasp.uscourts.gov). Applications can be submitted via mail or email in (WordPerfect, Microsoft Word, or Acrobat pdf format only) to [Casie.Voelker@iasp.uscourts.gov](mailto:Casie.Voelker@iasp.uscourts.gov). Applications submitted without required documents will not be considered.

**VISION:**



**MISSION:** “We serve with integrity, courage, and compassion, promoting justice and positive change.”

**EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE**

U.S. News & World Report [ranked Iowa No. 1 in the country](#) in its Best States rankings released Tuesday, February 27, 2018.